

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140009-3
 REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/SUS-2

1. TITLE OF REPORT (if a fill-in report include Form No.)

Speaker Evaluation Cards

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒ TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2 (MT)

3 (AT)

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Irregular

6. DISTRIBUTION (No. of components not
number of copies)

1 (DTR)

7. FORMAT (memorandum, form
computer print-out, etc)
5x8 card

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memo from ADTR, 6 May 1969

10. PREPARING COMPONENT (include lowest level
contributing information to report)

SUS-AT

DC/SUS-MT

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED *	= COST PER YEAR
15	\$12.80	0.1	\$1.07	100	\$107.00
14(2)	11.00	0.5	5.50	100	550.00
14(2)	11.00	0.25	2.75	10	27.50
13	9.10	0.25	2.26	10	22.60
12	8.00	0.25	2.00	4	8.00
7	4.50	0.1	0.40	100	40.00
6	4.00	0.1	0.33	10	3.30

*Number of cards prepared.

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$758.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Supports DTR's program to avoid duplication of speakers and to improve
 quality of speakers in courses.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE

0

STAT

☐ DISCONTINUE

0

0

16. DATE OF INVENTORY

25 Sept 1969

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

DC/SUS-MT/TR

18. EXTENSION

WTG